

# VACANCY ANNOUNCEMENT

Embassy of the United States of America  
Freetown, Sierra Leone

VACANCY No: 051-2015

OPEN TO: All Interested Candidates Within and Outside of the Embassy

POSITION: Assets Storekeeper FSN-06/ FP-08

OPENING DATE: July 2, 2015

CLOSING DATE: July 16, 2015

WORK HOURS: Full-time; 40 hours/ week (Monday-Friday)

SALARY: \*Not-Ordinarily Resident (NOR): FP-08  
\*Ordinarily Resident (OR): FSN Grade 06

**ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION**

The United States Embassy in Freetown is seeking an individual within and outside of the Mission for the position of Assets Storekeeper. The position is located in the Warehouse and reports to the Assets Management Supervisor.

## **BASIC FUNCTION OF POSITION:**

Has the responsibility for operating and upkeep of expendable supplies in the General Services Office's stock/store room, including the operating of the ILMS automated stock control data system to input, monitor, inventory, locate and control Mission stock supplies. May be required to assist other property management staff as required including driving the forklift to move properties from one store or location to another. Accountable as part of the property team to keep losses below.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Also, please see appendix C below.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.**

- 1. Education:** Completion of Secondary School is required.
- 2. Experience:** Three years experience in working in store/stock keeping and general warehouse work.
- 3. English Ability:** Level 3 English ability (good working knowledge) in oral and written English is required.
- 4. Other Criteria:** Ability to process paperwork through a computerized system, general mathematics computation knowledge required, up to and including adding, subtracting, dividing, percentages, fractions, some geometry required.
- 5. Other Skills:** Good customer services, ability to compute exchanging of allotted currency from Leones to Dollars and or Dollars to Leones. In conjunction with computerized system administrators must be able to resolve problems and analyze data and materials pertaining to stock items as needed.

**SELECTION PROCESS:**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); available on the internet at [http://freetown.usembassy.gov/job\\_opportunities.html](http://freetown.usembassy.gov/job_opportunities.html) OR
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); OR
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; PLUS
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above

**SUBMIT APPLICATION TO:**

The Human Resources Section  
(Application for Assets Storekeeper)  
Embassy of the United States of America  
Southridge, Hill Station  
Freetown  
FAX: 232-76-515-355  
Email: [HRFreetown@state.gov](mailto:HRFreetown@state.gov)

NOTE: Only short listed applicants will be contacted

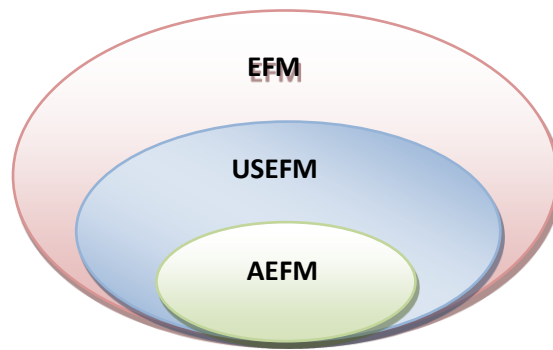
**CLOSING DATE FOR THIS POSITION: July 16, 2015**

The U.S. Mission in Freetown, Sierra Leone provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

APPENDIX A

## DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
  - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
  - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
  - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
  - U.S. Citizen; and,
  - EFM (see above) at least 18 years old; and,
  - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
    1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
    2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location

authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
- Is a U.S. citizen; and
  - Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
  - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
  - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
  - Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. Not Ordinarily Resident (NOR) – An individual who:
- Is not a citizen of the host country; and
  - Does not ordinarily reside (OR, see below) in the host country; and
  - Is not subject to host country employment and tax laws; and
  - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:
- Is locally resident; and
  - Has legal, permanent resident status within the host country; and
  - Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## APPENDIX B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

### **Failure to do so will result in an incomplete application**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

## APPENDIX C

### COMPLETE JOB DESCRIPTION - ASSETS STOREKEEPER

Operates, and is in charge of three stockrooms containing expendable supplies to include office, household, cleaning, and maintenance furnishings and equipment: Performs all receiving functions, including unpacking, identifying and checking items against receiving documents. After the Receiving Clerk completes action, takes custody of office and maintenance supplies and spare parts; identifies and checks the items against the receiving document, and acknowledges receipt by signing a stamped portion of the Form OF-127. Moves incoming items using trucks, forklift trucks or other material handling equipment to designated bins, shelves or pallets, making best use of available space.

Updates ILMS in Stock Control/Property Control Clerk for data entry. Attends to customers at the store during scheduled hours, issuing items from approved Supply Requests, updating ILMS, and annotating the hours, indicating items issued, adjusting storage area quantity tags as necessary. Assembles items by requisition, delivers items as requested to customers and ensures that all movement of items are property documented and that all forms are appropriately completed and filed accordingly. Maintains inventory by locating and counting stock on hand and comparing totals with storage area tags to be issued or taken out. 25%

Works in conjunction with the Property Management Supervisor to set maximum and minimum stock levels and reorder targets for all items in the store. Operates the PASS/ILMS Automated Stock Control data entry system to input and monitor the Stock to ensure continuing inventory of all stock issued, received, and remaining, reconciling figure totals. Initiates procurement requests when stock reaches the reorder target. 25%

Conducts periodic inventories of non-expendable property. Reconciles the expendable property inventory working collaboratively with the Property Management Supervisor to ensure quantity control. Periodically spot checks physical items against the ILMS System. Accountable as part of the property team to insure no losses above 1%. 10%

May be required to direct warehousemen in unloading, moving and placing of supplies and property in storage areas, as well as picking and assembling items for issue. 10%

Participates in the sale of obsolete properties, and covers the store keeping duties as assigned. 5%

**\*\*Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**